



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: **ASSOCIATE ENERGY SPECIALIST (TED)**
(Will consider an Energy Analyst)

TENURE: **PERMANENT**

TIME BASE: **FULL-TIME**

SALARY: **ASSOCIATE ENERGY SPECIALIST (TED)** **\$4,759 - \$5,914**
ENERGY ANALYST **Range A - \$3,047 - \$3,370**
Range B - \$3,299 - \$4,075
Range C - \$3,956 - \$4,901

LOCATION: **ENERGY SYSTEMS RESEARCH OFFICE**
ENERGY RESEARCH AND DEVELOPMENT DIVISION

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES:

The goal of the Electric Program Investment Charge (EPIC) Program is to fund electric public interest investments that provide electricity ratepayer benefits, defined as promoting greater system reliability, lower system costs and increased safety. Relative to grid operations, transmission and distribution, energy storage and electric vehicles, the incumbent is knowledgeable of smart grid technologies, integration of distributed energy resources and their impact on the transmission and distribution systems, and distributed energy resources such as energy storage and renewable technologies. Under the direction and supervision of the Energy Resources Specialist III (Supervisory), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The incumbent performs responsible, varied and complex technical and analytical work to support public interest investments in energy RD&D funding; manages RD&D projects; and consults with experts in the field. Duties are performed at the full journey level.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

The Associate Energy Specialist duties include:

- Contract Management. The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the

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contractor; initiates and approves contract amendments; receives, reviews, and verifies contractor's invoices (and, if necessary, assist the contract officer in disputing a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project.

- **Program Planning.** As a member of a team, the incumbent will perform analyses relating to energy RD&D to be used in developing program and policy recommendations for consideration by Office and Division management, Executive Office, and Commissioners. The incumbent will prepare technical reports. The incumbent will brief Office, Division, and Commission management on the status of analysis of a variety of energy technology development topics.
- **Solicitations.** Lead and assist in Energy Technology Integration Systems' contract solicitations including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include developing methodologies to focus solicitations on renewable related activities, developing and writing solicitation documents, assisting in conducting bidders' conferences, developing written summaries of evaluations prepared by consultants and state leads, and presenting proposed awards to management and Commissioners for approval.
- **Technology Transfer.** Organize, prepare and make presentations at workshops, seminars and conferences; write technical papers for professional journals and industry publications; provide expert testimony on technical problems relating to the Smart Grid program area at hearings and proceedings sponsored by the Legislature, the Energy Commission, other local and regional governments, state and federal agencies, utilities, and other entities related to Smart Grid RD&D.
- **Public Information.** The incumbent will respond to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general and the ERDD Program in particular.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Equivalent to graduation from college
- One to three years of experience in performing technology evaluation and development duties in areas related to energy technologies related to research, development and demonstration projects.
- Analysis of economic, environmental and public health impacts for energy-related technologies.
- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **(Cont'd)**

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Prior to appointment to an Energy Analyst classification, applicants will be required to pass an energy-related written technical assessment test.

Training & Development Assignments may be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #330-228
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922